

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DCD09222972**
POSITION NO: **244165**
POSITION TITLE: _____

DATE POSTED: **03/03/22**
CLOSING DATE: **03/16/2022 by 5 pm**

Eligibility Technician

DEPARTMENT NAME / WORKSITE: Housing Improvement Program/Comm. Housing & Infrastructure Dept./Fort Defiance, AZ		
WORK DAYS: Monday-Friday	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: BQ58A
WORK HOURS: 40	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ 27,519.84 PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/>	\$ 13.18 PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	DURATION : _____

DUTIES AND RESPONSIBILITIES:

Distribute program application for housing assistance and/or benefits, assist clients/applicants in completing housing assistance application in Agency office or outreach facilities. Conduct personal interviews to obtain required information and documents to determine eligibility; monitor and assist with client eligibility status, explain policies, procedures and practices to applicants, clients and representative of other agencies. Conduct assessments and screening of application to determine eligibility for services; maintain procedure for contacting clients/families to prevent loss of eligibility. Maintain accurate clients case files, ensure appropriate forms and documents are properly recorded and abide to policies procedures governing confidentiality. Review all applications for eligible certified status, complete application rating and ranking according to regulation as outlined 25 CFR, part 256. Notify client/family of program decision of application acceptance or denial. Performs numerous clerical support duties, process administrative documents forms, as needed; answer telephone, greet/refers clients to appropriate resources. Maintains file retention through files indexing, coding and filing. Attend staff meeting as necessary. Requires travel reservation wide. Maintain current knowledge of Federal and Nation regulations and laws.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A high school diploma/GED; and two (2) years of work experience in human services or a related field; or an equivalent combination of education and experience.

Special Requirements:

- A valid state drivers license.
- Incumbent must obtain a Navajo Nation Drivers Permit within 90 days of employment.

<<A favorable background investigation>>

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Customer service, required to understand and speak Navajo Language; Records and/or Case management training and computer knowledge. Interpreting and explaining policies, procedures and practices. Interpersonal communications/dealing with people. Establishing and maintain effective working relationships with those contacted in the course of work.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.